
MUNICIPAL

AUDITING**MEMO**

Date: January 5, 2012
To: David Hoback – Chief of Fire and Medical Emergency Services
From: Ann Clark – Senior Audit *A. Clark*
Subject: Audit Findings Follow Up – Fire / EMS Cell Phones

We have completed our review of the action plan due to be implemented by June 30, 2011 to determine if it was effectively executed and satisfactorily resolved conditions noted in the original audit report.

Following is a summary of results:

Action Plan	Cleared [Y/N]	Revisions to Plan
The Fire-EMS Department will document the justification for the provision of the stipends and establish an amount to be paid based on the business use of personal cell phone and expense incurred. The stipend will be provided until such time as the City completed its revisions to the wireless policy.	Y	

Congratulations. A copy of this memo will be provided to members of management and the Audit Committee at their March 2012 meeting to keep them updated on the status of past audit findings. If you would like to attach any comments prior to distribution, please provide them to me within the next 15 calendar days.

We appreciate the cooperation and assistance given by you and your staff during this review. Please feel free to contact me if you have any questions or need additional information.

c: Drew Harmon, Municipal Auditor
Billy Altman – Fire EMS Deputy Chief